

Director I – Health Services

Position Details

Job Code: U7100

Reference Code: A178

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to direct the development and implementation of activities in the Health Services Department to ensure competent health care and emergency services are provided for all student during the school day. This position also serves the school community to reduce absenteeism, manage student's acute and chronic illness to reduce barriers to learning, increase instructional time in the classroom, and promote higher graduation rates. This position is directly responsible to the Director III, Health Services, Student Services Division (SSD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides supervision and evaluation of School Nurses, Specialized Procedures Nurses (SPN), departmental School Health Assistants, and contracted agency staff.
2. Ensures the availability of nursing staff so students can attend school safely (i.e., availability of nurse to ride bus when needed, student medical needs can be met, etc.). Ensure coordination of care for 1:1 medically fragile students and students who require nursing services before and after school.

3. Coordinates nursing coverage daily to ensure all students can access the educational environment and health/medical needs are adequately met.
 4. Provides for effective staff communication; collaborates and resolves conflicts with others.
 5. Serves as a liaison between Related Services, Psychological Services, Speech-Language Therapy Services, and the Homebound Program. Serves as a liaison to community groups, public agencies and Clark County School District staff concerning the provisions of health services for students.
 6. Provides direction in management activities associated with the health services program. Coordinates nursing coverage for extended school year (ESY), summer programs, field trips, and after school activities.
 7. Directs and implements ongoing development, revisions, and implementation departmental publications, manuals, policies and procedures, forms, and other departmental mandates. Revises and presents new policies and procedures to reflect evidence-based practices for school nursing. Enforces practices for student safety throughout the District.
 8. Interviews prospective candidates for school nurse positions or other support professional positions. Interviews, hires, trains, supervises, and retains qualified agency nursing staff.
 9. Assists with the organization, establishment, and provision of an ongoing orientation program for probationary school nurses.
 10. Engages staff in the development of professional learning activities designed to support Department and District goals to improve student learning, staff meetings, and in-service programs.
 11. Participates in the development and implementation of emergency operation plans/crisis response plans as well as provides oversight of site-based emergency response.
 12. Attends District administrative meetings, as assigned.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Ability to communicate clearly both verbally and in written format.
2. Ability to develop, implement, and interpret diagnostic services and procedures.
3. Ability to work cooperatively with students, parents/guardians, school staff, administrative personnel, and representatives of community organizations.
4. Awareness of community needs, problems, and organizations, and the relationship of these to the educational program.

5. Ability to provide in-service training to personnel on an as needed basis in the area of medically fragile children and specialized procedures.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire appropriate Nevada Program Administrator license and School Nurse endorsement through the Nevada Department of Education (NDE), as appropriate.
2. Must possess or be able to acquire Nevada licensure as a Registered Nurse (RN).

Experience

Have previously demonstrated five (5) years of successful licensed school nursing experience in an accredited K-12 public or private school **and** be able to acquire, by time of appointment, appropriate Nevada Program Administrator license and School Nurse endorsement; **(or)** have previously demonstrated at least three (3) years of successful licensed school nursing experience in an accredited K-12 public or private school **and** currently hold a valid Nevada Program Administrator license and School Nurse endorsement.

Preferred Qualifications

One (1) year quasi-administrative experience in a school setting.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive

innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/05/22
- Created: 10/30/08